

Effective Date: August 15, 1999

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

HEALTH INFORMATION SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future medical records supervisory positions that support the largest and most complex health care programs. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions engaged for the majority of the time in the professional administration of medical records and the management of health information either (1) within a licensed hospital in the Department of Health and Family Services, or (2) agency-wide for the Department of Corrections, or (3) for the largest student health services program located at the University of Wisconsin – Madison.

Each position must function as a supervisor pursuant to s. 111.81(19), Wis. Statutes, with responsibility for effectively recommending the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, or discipline and adjustment of grievances of subordinate permanent employees.

C. Exclusions

Excluded from this classification are the following types of positions:

- 1) All positions not meeting the statutory definition of supervisor in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
- 2) Positions that supervise health information activities for a University of Wisconsin System campus student health service other than the largest program at UW-Madison, and are more appropriately classified as Health Information Supervisor – UW System.
- 3) All other positions more appropriately identified by other classification specifications.

II. DEFINITION

HEALTH INFORMATION SUPERVISOR

These positions supervise medical records and related health information administrative functions in either a licensed state hospital or the largest and most complex non-hospital contexts. Presently there are three allocations:

1. For a licensed state hospital (presently the Mendota and Winnebago Mental Health Institutes), these positions are responsible for directing the medical records, admissions and word processing functions. Supervision of some of these functions is accomplished through a lower-level supervisor. Positions oversee the quality and uses of patient medical records, and ensure that medical records and related health information collection, retention, organization, evaluation and dissemination activities meet institution needs and comply with statutory rules and professional standards pertaining to licensed and accredited hospitals and mental health care providers. Positions routinely manage the complex medical records typical of hospitalized persons, as well as associated insurance and third-party payer issues.
2. In the Department of Corrections Bureau of Health Services, this position has state-wide responsibility for managing offender medical records and the planning, implementation, coordination, monitoring and evaluation of the Department of Corrections health information program. This position provides medical record and health information consultation to correctional institutions, centers and agency divisions. As Custodian of offender medical records, this position ensures agency compliance with legal requirements pertaining to the health-related information of current and former incarcerated offenders.
3. In the University Health Services at UW-Madison, this position directs the division-level Health Information Services, including Clinical Services, Counseling and Consultation Services, satellite facilities and outreach clinics, and oversees compliance with legal requirements and professional standards for health-related information. This position is responsible for approximately 75,000 active medical records and providing health information coordination with, or consultation to, satellite facilities, outreach clinics and research centers, and additionally serves as the official Record Custodian for the division.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective August 15, 1999 and announced in Bulletin CLR/SC-102. Positions within this classification had previously been classified in the Administrative Assistant series, which was abolished as part of the Professional Program Support Survey initiated by Bulletin CC/SC-55.

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